



*Planning & Permitting Division
Permit Assistance Center*

HAZARDOUS MATERIALS Fire Construction Permit APPLICATION PACKET



Contents

- *Submittal checklist*
- *Combined permit application*
- *Summary of adopted codes*

This is intended only as an informational guide. The information may not be complete and is subject to change.

Updated 2014 – Please verify accuracy of this information / form prior to submitting.

806 West Main Street, Monroe, WA 98272
Phone (360) 794-7400 Fax (360) 794-4007
www.monroewa.gov

HAZARDOUS MATERIALS - IFC 105.7.9

PERMIT SUBMITTAL COMPLETENESS CHECKLIST



Project name:		Accepted by/Date:	
Project address:		File number:	

THE PURPOSE OF THIS CHECKLIST IS TO DETERMINE COMPLETENESS OF A SUBMITTAL.
THE CHECKLIST DOES NOT VERIFY THE ACCURACY OF MATERIALS RECEIVED.
Indicate the sheet number for each item in the left-hand column.

Part 1 - SCOPE

1. This project is intended to:

☐ Install ☐ Repair ☐ Abandon ☐ Remove ☐ Close ☐ Temporarily Close ☐ Modify

2. Material Properties: ☐ Combustible ☐ Corrosive ☐ Explosive ☐ Flammable ☐ Highly toxic ☐ Oxidizing

☐ Organic peroxide ☐ Pyrophoric ☐ Toxic ☐ Unstable (reactive) ☐ Water-reactive

3. Material State: ☐ Solid ☐ Liquid ☐ Gas

4. Class: ☐ Class I ☐ Class II ☐ Class III ☐ Class IV ☐ Class V

☐ Class 1 ☐ Class 2 ☐ Class 3 ☐ Class 4

5. Volume in Use: _____ ☐ Gallons ☐ Pounds

Volume in Storage: _____ ☐ Gallons ☐ Pounds

Part 2 - GENERAL PROJECT SUBMITTALS

Sheet #	N/A	Office Use Only		Reference
			Complete permit application	IFC 105.2
			Two (2) copies of floor plan or site plan	IFC 105.4
			Two (2) copies of equipment, valve or piping cut sheets	IFC 105.4
			Two (2) copies of MSDS	IFC E103.2 / IFC 5001.2

Part 3 - FLOOR OR SITE PLAN REQUIREMENTS

Sheet #	N/A	Office Use Only		Reference
			Tank or storage location and its volume	IFC 50
			Distance to buildings, building openings, property lines, public ways	IBC 415
			Location and type of required signage and NFPA 704 (Hazard Identification) placards	IFC 2703.5
			Location and size of portable fire extinguishers and fire protection	IFC 906 / IFC 2704.5
			Indicate density of fire sprinkler system: _____ gpm /sf Design area: _____ sf	NFPA 13

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PERMIT SUBMITTAL COMPLETENESS CHECKLIST



Part 4 - FLOOR OR SITE PLAN REQUIREMENTS CONTINUED				
Sheet #	N/A	Office Use Only		Reference
			Location of bollards	IFC 2703.9.3
			Method of secondary containment	IFC 2704.2
			Location of any equipment and piping	IFC 27
			Text, size, and location of No Smoking and other required signage	IFC 2703.6 / IFC 2703.7
Notes:				



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PERMIT #(s) _____

COMBINED PERMIT APPLICATION

PERMIT SUBMITTAL HOURS

MONDAY – FRIDAY / 9:00 - 12:00 & 2:00 – 4:00

Building	Operations	Fire	Land Use
<input type="checkbox"/> Commercial T/I	<input type="checkbox"/> Engineering Review	<input type="checkbox"/> Fire Construction	<input type="checkbox"/> Accessory Dwelling Unit
<input type="checkbox"/> Demolition	<input type="checkbox"/> Fencing	<input type="checkbox"/> Type: _____	<input type="checkbox"/> Boundary Line Adjustment /Lot Consolidation
<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Grading	<input type="checkbox"/> Fire Operational	<input type="checkbox"/> Conditional/Special Use
<input type="checkbox"/> Mechanical	<input type="checkbox"/> Retaining wall	<input type="checkbox"/> Type: _____	<input type="checkbox"/> Land Clearing/Forest Practices
<input type="checkbox"/> New Construction (Commercial/Residential)	<input type="checkbox"/> Rockery	<input type="checkbox"/> Type: _____	<input type="checkbox"/> Planned Residential Development
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Right-of-Way Disturbance	<input type="checkbox"/> Type: _____	<input type="checkbox"/> Shoreline Permit
<input type="checkbox"/> Racking	<input type="checkbox"/> Special Flood Hazard Area	<input type="checkbox"/> Type: _____	<input type="checkbox"/> Short Plat
<input type="checkbox"/> Residential Remodel	<input type="checkbox"/> Utility Service	<input type="checkbox"/> Type: _____	<input type="checkbox"/> Subdivision/Plat
<input type="checkbox"/> Sign	<input type="checkbox"/> Other _____	<input type="checkbox"/> Type: _____	<input type="checkbox"/> Variance
<input type="checkbox"/> Other _____			<input type="checkbox"/> Other _____

NOTE: All required Electrical Permits will be issued by the
Dept. of Labor & Industries.

THIS APPLICATION WILL NOT BE ACCEPTED WITHOUT COMPLETED SUBMITTAL REQUIREMENTS

Site Address or Property Location: _____

Size of site (acre/square feet): _____

Assessor's Tax Parcel Number (14 digits): _____

Applicant: _____ Phone # (____) _____

*Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Property Owner: _____ Phone # (____) _____

**Signature: _____ Printed Name: _____

Mailing Address: _____ Fax # (____) _____

City _____ State _____ Zip _____ E-mail _____

Attach a separate sheet for additional property owners/additional addresses

*Applicant: By your signature above, you hereby certify that the information submitted is true and correct and that you are authorized by the property owner(s) to act on their behalf. **Property Owner(s): By your signature above, you hereby certify that you have authorized the above Applicant to make application on your behalf for this application.

Combined Permit Application - Page 2

Contractor: _____ Phone # _____

Contractor's License # _____ Fax # _____

Exp Date _____ Mailing Address _____

Contractor's Bond Company: _____

Contractor's Bid Amount or Project Cost (labor and materials): \$ _____

Forest Tax Reporting Account Number (if harvesting timber call the Department of Revenue at

(800) 548-8829 for tax reporting information or to receive a tax number): _____

Detailed description of proposal/work:

Lending Institution for project (if applicable): _____

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Residential:

Living area: _____ sf x \$ _____ = \$ _____

Garage / Carport: _____ sf x \$ _____ = \$ _____

Deck / Porch: _____ sf x \$ _____ = \$ _____

Total valuation: \$ _____

Commercial:

(fill in type) _____ sf x \$ _____ = \$ _____

(fill in type) _____ sf x \$ _____ = \$ _____

Total valuation: \$ _____

Plan Check Fee: _____

Permit Fee: _____

State Fee: _____

Fire Plan Check Fee: _____

Technology Fee: _____

SEPA Fee: _____

Land Use:

Planning Application Fee: _____

Publication Fee: _____

Fire Plan Check Fee: _____

Mailing Fee: _____

SEPA Fee: _____

Technology Fee: _____

TOTAL FEES: _____



Adopted State Codes – Effective July 1, 2013

The City of Monroe enforces the following Washington State Building Codes and amendments; the Washington Administrative Code (WAC), 19.27A RCW, and as adopted in the Monroe Municipal Code Title 15:

2012 International Building Code (IBC)

2012 International Existing Building Code (IEBC)

2012 International Residential Code (IRC)

2012 International Fire Code (IFC)

2012 International Mechanical Code (IMC)

2012 International Fuel Gas Code (IFGC)

2012 Uniform Plumbing Code (UPC)

2012 IECC Energy conservation code with state amendments

Structural Design Criteria

Seismic Design Category: IBC - D - IRC D1/D2

Basic Wind Speed: 85 – (3 second gust)

Exposure Category: B –

Frost Depth: 18"

Snow Load: 25 (psf) Roof (Min)

Soils: IBC Sec.1804 & Table 1804.2 - IRC Table 401.4.1 & Table 405.1

A soils investigation is required for commercial projects, residential short plats and subdivisions and some instances residential lots